



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Hiring and Retention Coordinator</u>	NEW: _____	REVISED: <u>X</u>
	<small>(Please check one)</small>	
REPORTS TO: <u>Director of Human Resources/Risk Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Human Resources</u>		JOB CODE: <u>500</u>

SUMMARY:

With general supervision, responsible for recruitment, application management, hiring coordination, interview support, new employee on-boarding, employee retention strategies, employee award program coordination, and memorializing and maintaining protocols for the recruitment and hiring practices of each County office and department.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Coordinates the recruitment, hiring, and on-boarding processes for County offices and departments including carrying out and coordinating advertising, recruitment, interviewing, and selection processes.

Assists in developing job announcements and job descriptions. Prepares job postings and advertisements in newspapers, magazines and various online resources.

Develops and maintains contacts with schools, alumni groups, and other public organizations to find and attract applicants. Researches and coordinates the County’s presence at appropriate job fairs, including creating and setting up displays and attending job fairs to promote County job opportunities. Ability to drive, travel throughout the state, and maintain an operator’s license are required.

Coordinates communication with applicants throughout the screening process, including answering questions in a timely manner, aiding applicants in gathering required documents

and addendums, facilitating the completion of applicant testing, and notifying participants upon the filling of County positions. This position requires regular and predictable physical presence in the Human Resources office.

If desired by the Appointing Authority, performs applicant screening against minimum and preferred qualifications. Provides reference checking, employment verification, drug screening, requests background and registry checks, and any other pre-employment checks sought by the Appointing Authority. Schedules interviews and assists in developing draft questions for structured interviews and screening tools as needed. Schedules and assists in new employee on boarding.

Determines and memorializes each office and department's specific expectations regarding recruitment, screening, and hiring. Develops a written protocol with relevant information for each appointing authority and keeps each protocol up to date.

Coordinates and conducts county-wide new employee orientation sessions and periodic staff training. Coordinates employee recognition efforts and is the Human Resources representative on the Employee Recognition Committee.

In coordination with department staff, also conducts new-hire meetings; assists in the coordination and presentation of the annual benefits meetings with third-party administrators and employees; coordinates and conducts training and education related to hiring, recruiting, employee engagement and retention, and related topics, and other events as needed.

Maintains recruiting files, application paperwork, and applicant databases including overseeing the maintenance of the applicant database, the maintenance of the applicant tracking system, and relevant screens within the AS400. Prepares monthly reports based on those sources.

Coordinates compliance with EEO reporting laws, including preparing management reports, and federal reports, annual affirmative action plan development, maintenance, relevant criteria tracking and reporting, and other appropriate EEO reporting.

Manages on-site drug and alcohol testing programs for the Public Works Department, the Sheriff's Department, and the Boone County Joint Communications Center

Coordinates exit interview process. Monitors employee retention and works with officials and department heads to develop programs or training to retain good employees. When requested, conducts surveys and summarizes data collection.

Maintains the personnel policy manual updates and supplies, ensures the Human Resources website is up-to-date, and prepares the department's Annual Report.

Assists in the compilation of salary and benefit information in response to salary surveys or reclassification requests.

Orders supplies, pays bills, tracks expenses, responds to records requests, prepares meeting minutes, performs data entry, files, copies, collates as needed or assigned. Sends out periodic correspondence to County employees such as reminders about parking privileges, policy updates, upcoming training opportunities, and meeting agendas.

Provides technical assistance to staff as needed. Assists with other projects as needed. Performs other duties as needed or assigned. Cross-trains on essential duties of all departmental staff to provide assistance as needed.

Maintains strict confidentiality of operations and records.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of best practices in employee recruitment, hiring, and retention.
2. Considerable knowledge of Boone County policies and procedures.
3. Ability to learn and interpret laws, ordinances, and regulations, especially those governing employee recruitment, hiring, and retention.
4. Skill in the use of personal computers, especially with database and spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Offices and Departments.
7. Ability to effectively communicate information and respond to questions.
8. Superior skill in written and verbal communication.
9. Ability to manage challenging or emotional customer situations and respond promptly to customer needs.
10. Demonstrated attention to detail and accurate reporting of information.
11. Ability to identify and resolve problems in a timely manner and develop alternative solutions.
12. Ability to work well with others and retain and utilize information acquired.
13. Ability to use reason and logic.
14. Knowledge of record-keeping systems.
15. Knowledge of proper standards and techniques for maintaining personnel records and ability to establish and maintain an effective personnel record keeping system.
16. Skill in organizing, scheduling and reviewing work and efficiently managing time.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in related discipline (e.g. human resources, business management, marketing, leadership development, public administration) or equivalent experience. Must have excellent communication, process improvement, and customer service skills as well as a strong ability to work independently and meet deadlines. Must possess a valid Operator's license.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.